

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: LEGISLATURE**  
(Updated 1/8/25)

**Position:** Chairman

**Purpose:** To provide information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of the American Legion.

**Duties and Responsibilities:**

1. Attend General Membership meetings.
2. At the start of the term, monitor the Department website for information and to review monthly bulletins. [Calegionaux.org](http://Calegionaux.org)
3. Attend and encourage other members to attend local workshops presented by the District or Department
4. Encourage and participate in the ALA Academy
  - a) Auxiliary members of all ages and levels in the organization can learn new skills and ways to serve through ALA Academy and ALA Academy Live – all of which are free. In addition to the self-paced courses on ALA Academy, you can now access recordings from previous ALA Academy Live webinars at [www.ALAforVeterans.org/ALA-Academy](http://www.ALAforVeterans.org/ALA-Academy). You will need to login to access the recordings.
5. Familiarize yourself with all aspects of the organization by reading the Unit Handbook
6. Get involved, check out these websites:
  - a) Member Site: <https://member.legion-aux.org/member/committee/legislative>
  - b) Public Site: <https://www.legion-aux.org/advocacy>
  - c) Legion: [www.legion.org/legislative](http://www.legion.org/legislative)
7. Share the information with the unit, then get them to join in our efforts to improve the lives of our Veterans

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:  
Nothing found

Standing Rules:  
Nothing found

**Unit Guide Book** (page )  
Nothing found